

ANTHROPOLOGIST

DEFINITION: Under general supervision, performs work of considerable difficulty; plans, organizes, and coordinates activities related to the preservation of historic properties, sacred sites, or other resources of the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides professional and technical expertise related to historic preservation planning; identifies, evaluates and assesses effects of operations on historic properties, sacred sites, or other resources of the Navajo Nation; manages program activities that include administration, budget preparation, contracts, reports, correspondence, monitoring of expenditures, etc.

Explores and identifies options to reduce, minimize or mitigate adverse impacts on historic properties; represents the Navajo Nation in matters relating to historic preservation activities and participates in formulating goals and objectives for preservation programs; responds to the public and internal inquiries/complaints and provides information, interprets policies, and/or resolves issues.

Attends meetings, provides expertise related to historic preservation and coordinates activities and services between various departments, public and private agencies, organizations and individuals; conducts field inspections to ensure adequate protection and preservation of historic properties; collects and organizes information related to historic preservation activities.

Develops and implements historic preservation treatments, data recovery, and mitigation of affected resources on Navajo Nation lands; researches information and prepares routine/periodic/special reports, recommendations, memoranda, contracts, letters, and various other documents; inventories and records program equipment, supplies and materials; conducts or participates in special projects as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of historic preservation regulations, policies, standards and procedures.

Knowledge of principles and practices of archaeological standards, guidelines and methodology

Knowledge of principles and practices of effective project management and administration.

Knowledge of Navajo traditional cultures and beliefs.

Knowledge of automated information systems and the application of specialized program-specific software.

Skill in evaluating historic properties and archaeological deposits.

Skill in determining and initiating preservation activities related to historic properties.

Skill in applying Navajo traditional cultures and beliefs to tribal planning, management and preservation activities.

Skill in maintaining detailed and accurate records and preparing reports.

Skill in using automated information systems/programs to maintain databases and produce documents.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

THE NAVAJO NATION

Class Code: 3602
Professional and Technical Series
Anthropology Group
Overtime Code: Exempt
Pay Grade: 67

ANTHROPOLOGIST

MINIMUM QUALIFICATIONS: A Bachelor's degree in Anthropology or a related field and four (4) years of experience in cultural anthropology, ethnography, and/or ethnohistory or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.